

# **George R. Terry papers**

## **RG.04.01.11**

---

This finding aid was produced using the Archivists' Toolkit

February 23, 2015

Describing Archives: A Content Standard

Ball State University Archives and Special Collections  
Alexander M. Bracken Library  
2000 W. University Avenue  
Muncie, Indiana, 47306  
765-285-5078  
libarchives@bsu.edu

# Table of Contents

---

<u>Summary Information</u> .....	3
<u>Biographical Note / Historical Note / Administrative History</u> .....	4
<u>Scope and Contents</u> .....	4
<u>Arrangement</u> .....	4
<u>Administrative Information</u> .....	4
<u>Controlled Access Headings</u> .....	5
<u>Collection Inventory</u> .....	6
<u>Series 1: Administrative records</u> .....	6
<u>Series 2: Personal materials</u> .....	6
<u>Series 3: Publications/research materials</u> .....	7
<u>Series 4: Speeches</u> .....	9

## Summary Information

---

<b>Repository</b>	Ball State University Archives and Special Collections
<b>Creator</b>	Terry, George Robert
<b>Title</b>	George R. Terry papers
<b>Date</b>	1942-1972
<b>Extent</b>	2.4 Cubic feet 3 Boxes
<b>Language</b>	English
<b>Language of Materials</b>	Materials in English.
<b>Text [Box]</b>	2
<b>Text [Box]</b>	1
<b>Text [Box]</b>	3

### Preferred Citation

George R. Terry papers, Archives and Special Collections, Ball State University Libraries

## **Biographical Note / Historical Note / Administrative History**

---

George R. Terry served as a lecturer in finance and management at the College of Business at Ball State University from 1969 to his death in 1979. Terry was awarded the first George A. Ball Distinguished Professor of Business at Ball State University in 1969. Prior to his career at Ball State, Terry was the director of research for Foote, Cone, and Belding Inc., Chicago, and was president of the American Products Company. Additionally, Terry was a lecturer in the Northwestern University School of Business Administration for 25 years.

---

## **Scope and Contents**

---

This collection includes speeches, correspondence, publications, textbooks, and notes written by Terry during and before his career at Ball State University as well as reports from the Ball State University College of Business. Records range in date from the 1940s to the 1970s.

---

## **Arrangement**

---

Arranged in the following series:

- Series 1: Administrative records
  - Series 2: Personal materials
  - Series 3: Publications/research materials
  - Series 4: Speeches
- 

## **Administrative Information**

---

### **Publication Information**

Ball State University Archives and Special Collections

**Conditions Governing Access**

This collection is open for research.

---

**Controlled Access Headings**

---

**Subject(s)**

- Business
- Business education

## Series 1: Administrative records

## Collection Inventory

<b>Series 1: Administrative records</b>		
	<b>Box</b>	<b>Folder</b>
Annual Reports - College of Business, 1973-1974	1	1
Annual Reports - College of Business, 1974-1975	1	2
Annual Reports - College of Business, 1977-1978	1	3
Annual Reports - Personal, 1969-1978	1	4
Proposal - "The Development and Implementation of a Master Health Care Program for Small Hospitals," undated	1	5
Report on the History, Current Status, and Future of the College of Business, Ball State University, 1979/01/29	1	6
Reviews, 1956, 1975	1	7
Survey - Operation Improvement, 1969	1	8
<b>Series 2: Personal materials</b>		
	<b>Box</b>	<b>Folder</b>

## Series 3: Publications/research materials

Brochures for textbooks and articles, 1953-1965	1	9
College Class Papers, 1940	1	10
Correspondence, 1950-1958	1	11
Correspondence, 1959-1979	1	12
Dissertation - "The Behavior of Refiners' Prices for Selected Refined Petroleum Products for the years 1931-1940 Inclusive" Vol 1	1	13
Dissertation - "The Behavior of Refiners' Prices for Selected Refined Petroleum Products for the years 1931-1940 Inclusive" Vol 2	1	14
Notes on office design and economics, undated	1	15
Photograph Slides, 1977-1986	1	16
		<b>Box</b>
Scrapbook of news clippings, 1942-1969		3
Scrapbook on publication of <i>Marketing: Selected Case Problems</i> , 1950		3
Scrapbook on publication of <i>Office Management and Control</i> , 1949		3
<b>Series 3: Publications/research materials</b>		
	<b>Box</b>	<b>Folder</b>

## Series 3: Publications/research materials

Book Review - Journal of Marketing, 1952	1	17
Publications - Faculty Lecture Series, Quo Vadis Management, 1971/04	1	18
Publication - Office Appliances journal, 1954/06	1	19
Publications miscellaneous, 1946-1977	1	20
Office Management seminar text part one, 1958	1	21
Office Management seminar text part two, 1958	1	22
Spriegel family travel diaries, 1957, 1966	2	1
Study - "Evaluation of Ball State Credit Union" 1971/09/30	2	2
Study - "Paperwork in American Business" undated	2	3
Study - "Preliminary Study and Plans for a Management Services Center, College of Business, Ballstate University" 1957/11/10	2	4
Study Lists, undated	2	5
Textbook - Adoption Lists, 1952, 1956	2	6
Textbook - <i>Case Problems in Business and Industrial Management</i> records, 1949	2	7

## Series 4: Speeches

Textbook - <i>Case Problems in Business and Industrial Management</i> (2nd edition) records, 1953	2	8
Textbook - <i>Introduction to Business</i> records, 1949-1980	2	9
Textbook - <i>Marketing</i> (2nd edition) records, 1955	2	10
Textbook - <i>Office Management and Control</i> (7th edition) records, 1974	2	11
Textbooks - <i>Principles of Management</i> records, 1956	2	12
Workshop records, 1940-1969	2	13
<b>Series 4: Speeches</b>		
	<b>Box</b>	<b>Folder</b>
Speeches - List, 1941-1954	2	14
Speeches - "Re-Establishing Control of Office Costs, 1946/01/10	2	15
Speeches - "The Analysis of Your Jobs - Why and How It Should Be Done," 1946/04/16	2	16
Speeches - "What Are Your Signposts to Business," 1952/02/28	2	17
Speeches - "Making Correct Decisions in Office Management," 1953/06/24	2	18

## Series 4: Speeches

Speeches - "Management and Motivation," 1956/03	2	19
Speeches - "Current Concepts of Productivity in the Office," 1961/11/02	2	19
Speeches - "Supervisory Problems in the Office," 1962/06/28	2	20
Speeches - "Achieving Organizational Effectiveness," 1963/07	2	21
Speeches - "The Newer Things in Office Management's Thing," 1969/11/15	2	22
Speeches - "The College of Business in the 70's" 1970/01	2	23
Speeches - "Personnel Management: Dilemma or Opportunity" 1971/11	2	24
Speeches - "Your Place in Management" 1972/03/26	2	25
Speeches - "Superintendent's Role in Management" 1972/09/25	2	26
Speeches - "The Adjustment of the College Business Curriculum to the Skill and Personnel Demands of the Business Office" undated	2	27
Speeches - "Art of Decision Making and Establishing Priorities" undated	2	28
Speeches - "Basic Principles of Management" undated	2	29
Speeches - "Communication" undated	2	30

## Series 4: Speeches

Speeches - "Creative Thinking" undated	2	31
Speeches - "Decision Making in Management" undated	2	32
Speeches - "Delegation of Authority" undated	2	33
Speeches - "Fundamentals of Planning" undated	2	34
Speeches - "Getting Organizational Effectiveness" undated	2	35
Speeches - "Habit or Necessity - Which Governs your Office Activities" undated	2	36
Speeches - "Helping Your Boss Overcome His Limitations" undated	2	37
Speeches - "How to Increase Your Office Productivity" undated	2	38
Speeches - "Information Usefulness" undated	2	39
Speeches - "Leadership" undated	2	40
Speeches - "The Management Challenge" undated	2	41
Speeches - "Motivation in Today's Management" undated	2	42
Speeches - "Office Management" undated	2	43

## Series 4: Speeches

Speeches - "Office Trends and Developments During the Next Fifty Years" undated	2	44
Speeches - "Operation GI for Your Academy of Management" undated	2	45
Speeches - "Planning as a Basic Function of a Manage" undated	2	46
Speeches - "Principles of Management" undated	2	47
Speeches - "Principles of Management in Association Work"	2	48
Speeches - "School of Business Curriculum" undated	2	49
Speeches - "Streamlinig Office Procedures' undated	2	50
Speeches - "The Trend of Office Equipment from Hand Operated Units to Electronic Units" undated	2	51
Speeches - "Untitled" 1962/10/08	2	52
Speeches - Untitled, 1969	2	53
Speeches - Untitled, 1970/05/06	2	54
Speeches - Untitled (part 1), undated	3	43
Speeches - Untitle(part2), undated	2	56